

PRE-BID CONFERENCE MINUTES

Pharmaceutical Services – Western Maryland Hospital Center
DHMH/OPASS 15-13448
eMM # - MDM0031014201
04/22/14 Meeting, 10:00 am

Attendees:

Chad Corwell, PharmaCare of Cumberland
Nancy Cramer, Allied Pharmaceutical Services Inc.
Barbara Galloway, WMCH
Michael Friday, WMHC
Laura Moser, WMHC CNO
Theresa B. Ammons, DHMH/OPASS (via conference call)

Michael Friday made introductions and gave the purpose for the meeting.

PROCUREMENT PROCESS REVIEW

Ms. Ammons gave a review of the contract process and stated that the meeting is to review the solicitation for provision of *Pharmaceutical Services for Western Maryland Hospital Center* (WMHC). The Maryland Department of Health and Mental Hygiene (DHMH) intend to make a single award as a result of this invitation to bid.

The minutes of this meeting and all subsequent documents relating to the solicitation will be posted on eMaryland Marketplace and the DHMH website within a few days.

Section 1 – General Information - Ms. Ammons outlined this information and stressed how important it is to follow the steps when submitting an Invitation for Bids (IFB). When submitting any communications via e-mail, please cc: Theresa Ammons and Barbara Galloway.

It is required that all requested attachments or documents be returned to DHMH in triplicate with original signatures if required. We do not require that the solicitation document itself be returned. The department requires only those items such as attachments, affidavits listed in the packet. A list of the attachments can be found on pages 41 and 42. Some of these attachments may not be applicable to this particular procurement. Be sure to review Section 4.4 Required Bid Submission.

Scope of Work- Requirements is listed in Section 3, pages 22-31. This is the “meat” of the solicitation. This will give you an understanding what the department expects of the bidder and the provision of the pharmaceutical services. The Bid Format is listed in Section 4, pages 37-39 and pay special attention to Section 4.4 Required Bid Submissions. Failure to include all of the required items as for required may void your

bid submission entirely. Be very careful that you submit all of the documents requested. Section 4.7, page 40, lists Documents to be Completed Upon Notification of Recommendation for Contract Award. Included in Section 4.7 is Attachment C – Contract Affidavit. This affidavit asks for the identity of your resident agent. If unsure of your agent, you can contact the State Corporate Charter Division at 410-767-1330, located at 301 W. Preston St. Baltimore, MD.

Attachment F - Bid Pricing Instructions can be found on page 67. The actual bid forms are separate in an excel format. All Unit Prices must be the actual price per unit the bidder paid for the specific item and verified by submitting invoices with the bid. If a bidder has not purchased a specific drug in the past, a quote from the bidder's supplier is permitted.

Be sure to submit your bid in triplicate including all attachments to the address on the Key Information Sheet no later than **May 7, 2014, 2:00 PM**. The Public Bid Opening is scheduled for the same day at 2:15 PM. Send your bid to Michael Priday at WMHC. Ensure you allow sufficient time for delivery by postal service. If hand carried, request a receipt that will ensure you submitted your bid timely. The bid opening is open to the public and may be attended by you. At the time of the bid opening, an apparent winner will be determined; however, a final determination will be made after all bid submission requirements etc. are verified. The bids results will give the State a good idea of the buying power of the particular vendor. So, the dollar amount that will be entered on that page may or may not be what you will actually receive. It depends on the actual items that the facility will be ordering and whether or not the clients have insurance. The winning bidder will bill the insurance company first before billing the facility.

If there are additional questions, please submit to the email address listed in the solicitation or contact Ms. Ammons at 410-767-1330 or email her Theresa.ammons@maryland.gov.

SOLICITATION OVERVIEW:

Barbara Galloway, the Contract Monitor stated that the facility has a census of 60 patients in-house and 24 patients in Dialysis. Western Maryland Center is licensed for 63 nursing home beds, and 120 chronic hospital beds. Chronic is billed to the patient if they have Medicare or Medicaid. Majority of patients are billed to the facility.

The floor was then opened to questions from the attendees. Refer to the eMaryland Marketplace posting for specific vendor questions and resulting answers.

The meeting adjourned at 10:42 a.m.

Recorded by Michael Priday